



# State of Nevada – Department Of Personnel

## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF, BUREAU OF SERVICES FOR CHILD CARE	38	A	10.520

The Chief, Bureau of Services for Child Care works under limited administrative direction, and has statewide responsibility for directing, planning and implementing day care and foster care licensing services for children in Nevada as provided by NRS 432A, established to provide safe and adequate day care and foster care for children outside their own homes.

Review proposed child care and foster care regulations with city/county and licensing agents for compliance; provide technical assistance and consultation with political subdivisions, private entities and individuals as to health, fire, welfare, education, training requirements for affected child care and foster care facilities; direct on-site inspections for compliance with established regulations and the issuance of licenses to those facilities meeting established regulations; investigate complaints of regulation violations and non-compliance by conducting on-site inspections; secure, develop and may present training to various entities on issues relating to child care and foster care; prepare, monitor and administer bureau budget; submit budget, based upon past history of planned goals and objectives to administrator, and legislative finance committees for approval; prepare and apply for various federal, state or private grants by reviewing available money sources; establish systems to monitor grant expenditures; develop statistical reports and stated objectives in compliance with each grant; prepare and conduct foster care and child care licensing hearings.

Prepare and organize State Board for Child Care meetings; implement new, revised or abolished child care regulations; conduct research for regulation development by surveying other state regulations, conducting self initiated surveys, consulting with institutions of higher learning or by creating committees; draft and formulate new or revised regulations in accordance with the Nevada Administrative Code; inform all affected facilities of proposed regulation changes and act as Secretary to the Board of Child Care; notify all facilities and licensing agencies of regulation changes passed by the Board; prepare and distribute all minutes to interested parties, board members and licensing agents; maintain current listing of child care facilities and mailing list of interested parties.

Create and maintain comprehensive records and reporting systems for licensed and unlicensed care that includes such information as name, location, licensing status, training offered, deficiencies, costs and inspections.

Supervise and train office staff in office support functions such as accounts maintenance, and record keeping; supervise Child Care Development Surveyors and Social Worker II's in the inspection, investigation, licensing, statutes, regulations, policies and procedures of the Bureau; appoint, terminate and evaluate bureau staff; assess and provide training to staff according to need.

Perform related duties as assigned.

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### MINIMUM QUALIFICATIONS

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in education, social work, early child development, or closely related field plus two years of professional experience in a program related to services for children; **OR** two years of professional experience as a Child Care Development Surveyor II with the State of Nevada; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Knowledge of:** early childhood teaching techniques and programs, resources and materials for early childhood educational programs; child and adolescent growth and development; the behavioral characteristics of the population which each facility serves; general mathematics; common office and record keeping practices and procedures; the operation of a residential, institutional or partial care facility; social work practices. **Ability to:** investigate and enforce laws, regulations, policies and procedures; analyze situations and complex data and arrive at accurate or logical conclusions; prepare a variety of written reports, including grants and to make oral presentations; organize and reprioritize work for the bureau; maintain a working relationship and provide public relations to federal, state, county and city entities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Knowledge of:** Nevada Revised Statutes and applicable federal laws and local ordinances as they relate to child care services; Nevada budgeting and accounts maintenance systems and processes; proper investigative techniques and processes; the principles and practices of supervision. **Ability to:** research, survey, develop and implement new and revised statutes, rules, regulations and policies; provide consultive services to various public and/or private entities in matters that are most sensitive and of statewide significance; identify and secure needed state funding and federal grants to finance the needs of the bureau and to expend such in the most efficient manner; establish and maintain an accurate and responsive licensing program for all child day care and foster care facilities under the jurisdiction of the bureau; educate and disseminate all pertinent regulatory and educational information to all child day care and foster care providers and interested parties; direct, evaluate and train subordinate staff; initiate corrective action plans for foster care and child care licensees.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

10.520

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